



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

SUPERVISING INSURANCE COMPLIANCE OFFICER

\$5,364 – \$6,672

**Market Conduct Division – Field Claims Bureau
San Francisco or Sacramento**

RESPONSIBILITIES:

Under general direction of the Bureau Chief, the Supervising Insurance Compliance Officer, supervises and directs the activity of all staff engaged in activities related to field claims examination and include but not limited to oversight of the multiple job sites in the examination process and review of examination reports to verify that proposed resolutions to violation or examination criticisms are effective and achieve compliance; develops training plans for staff development; assists in establishing Bureau policy and procedures; enforces consistency of operations within the Bureau; takes responsibility for the most complex and sensitive projects and assignments; and represent the Bureau at meetings and industry functions as directed by the Bureau Chief. Travel in and out of the State is required.

DESIRABLE QUALIFICATIONS:

- Five years of experience in insurance claims adjusting, underwriting, or insurance consumer services
- Prior experience in a supervisory capacity directing three or more professional staff
- Graduation from college with a bachelor's degree is highly desirable, however, experience will be accepted in place of the college degree on a year-for-year basis
- Knowledge of insurance practices and the Insurance Code, along with good supervisory, interpersonal, analytical, and verbal/written communication skills
- Willingness to travel is required.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Supervising Insurance Compliance Officer level, those within transfer range, or individuals who have list eligibility for Supervising Insurance Compliance Officer. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

11/19/13 MR

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) to Malinda Randolph, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Supervising Insurance Compliance Officer, PSN # 413-242-8560-001" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3308 or email – Malinda.Randolph@insurance.ca.gov.

FINAL FILING DATE: DECEMBER 2, 2013

NOTE: *Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.*

11/19/13 MR

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

Consumer Hotline (800) 927-HELP • Producer Licensing (800) 967-9331